



MEDAIR



Job Advertisement

Human Resources Officer- Aweil

Job Purpose: Working as an important member of a diverse team who are committed to serve the World's most vulnerable with practical compassionate care, the Senior Human Resources Officer is responsible for supporting the Human Resources Department.

With a particular focus on recruitment of national staff, on a day-to-day basis this will involve managing recruitment, monitoring staff policy compliance and supporting staff development, and general national staff liaison and well-being.

Key Responsibilities

Recruitment and Placement

- Support Line Managers with NRS recruitment; manage the process, ensuring the whole process is completed in a timely manner and in good communication with line managers and candidates.
- Maintain staff recruitment tracker up to date, complete, and visible for all hiring managers to check the status of each position being recruited at any time
- Maintain temporary worker tracker up to date, complete, and visible for all managers to check that we do not overuse temporary workers, and to inform managers in advance of contract end date
- Ensure timely processing of recruitment requests.
- Ensure government procedures for recruitment are adhered to including obtaining approvals and respecting timelines.

Administration

- Maintain a staff list including workplace location, line manager, contract dates, appraisal dates, and current phone numbers. Inform managers in advance of contract end date, in advance of end of probation period, and in advance of appraisal dates, to support line managers to complete paperwork in time.
- Support line managers in implementing disciplinary action and grievance procedures, in accordance with Medair guidelines and local labour laws, including being present as witness in disciplinary meetings.
- Share information in the Medair national staff handbook, and other HR guidelines, and procedures, ensuring that all HR standardised formats are used and guidelines are followed and all HR decisions and processes are correctly documented.

Staff Training and Development

- Review appraisals and follow-up with line managers on training and development.
- Work with Line Managers to plan, implement and evaluate staff development on a systematic basis.
- Develop staff development tracking system, maintain it and report on performance.
- Train staff on Medair's HR procedures and guidelines, as required
- Staff Orientation and Briefing

Payroll

- Assist in compiling payroll information to be submitted to HR department in Juba on a monthly basis.
- Collect, compile, and scan accurate timesheets and other HR related paperwork including new contracts, contract termination letters, exit paperwork, etc.

General Delegated Responsibilities

- Confidentiality of information held on individual staff.
- Work with the relevant colleagues to ensure the HR processes are managed in a correctly and timely manner.
- Ensure all employment practices for nationally recruited staff comply with local labour laws.
- Act as a focal point for communication regarding HR matters with staff, local authorities, and Juba Office.

Person Specification/Qualification

Essential

- Diploma in HR Management, Administration, Social sciences or related field
- 2 years HR experience, preferably in an NGO setting
- Fluency in both written and spoken English
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook

Desirable

- Degree in HRM or Business Administration
- Experience in Recruitment, Payroll and working with staff in remote locations
- Practical experience with developing and maintaining databases

Applications deadline: 3rd September 2019.

Please submit your application including contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above to:

Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping

or e-mail: recruitment-sds@medair.org

